

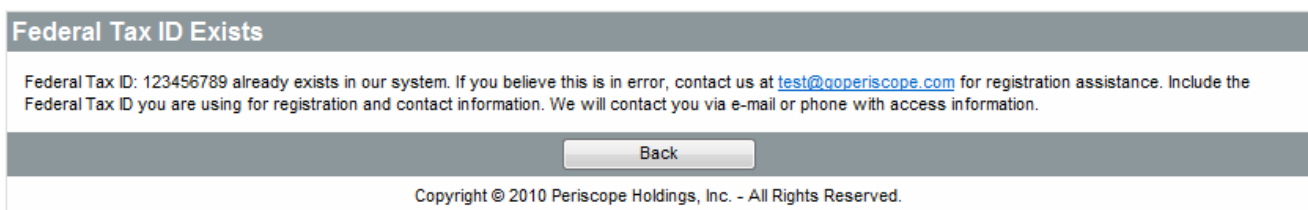
Vendor - Adding a DBA or Subsidiary

Each vendor that registers with eMaryland Marketplace must have a unique tax identification number. However, if your entity does business under multiple names, or has subsidiaries that utilize the same tax ID, you may want to register each of these DBAs or subsidiaries separately so that each can receive and manage solicitation opportunities, contracts and purchase orders within eMaryland Marketplace that are specific to them. In order for each of these DBAs or subsidiaries to have standalone vendor records in eMaryland Marketplace using the same tax ID, follow the instructions provided below.

Registering a Vendor in eMaryland Marketplace

In order to setup a DBA or subsidiary in eMaryland Marketplace, you must first have successfully registered one vendor within eMaryland Marketplace with the tax ID that these entities will use. Once you have registered as a vendor within eMaryland Marketplace, you can then allow other associated entities to register with the same tax ID as that original vendor.

If you have attempted to register and seen the **Federal Tax ID Exists** message, then another entity is already registered within eMaryland Marketplace with the same tax ID. If you are unaware of who has registered within eMaryland Marketplace with your tax ID, then please follow the instructions provided on this screen. **Do not enter inaccurate tax ID information into eMaryland Marketplace, as this information is utilized by the State of Maryland for tax and payment purposes.**



The screenshot shows a grey header bar with the text "Federal Tax ID Exists". Below this is a white box containing the message: "Federal Tax ID: 123456789 already exists in our system. If you believe this is in error, contact us at test@qoperiscope.com for registration assistance. Include the Federal Tax ID you are using for registration and contact information. We will contact you via e-mail or phone with access information." Below the white box is a grey bar with a "Back" button. At the bottom of the screenshot is a small copyright notice: "Copyright © 2010 Periscope Holdings, Inc. - All Rights Reserved."

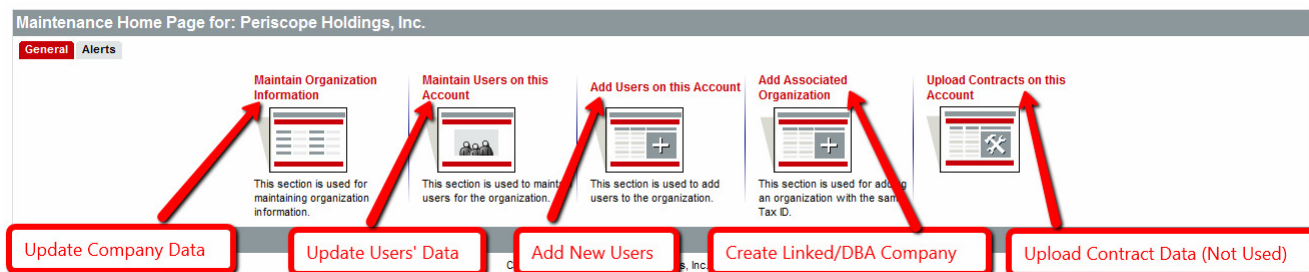
If an affiliated entity has registered within eMaryland Marketplace with the tax ID that you will need to utilize, then please contact them and have them follow the instructions provided within this guide, which will allow you to register with the same tax ID.

Sending a DBA Registration Link

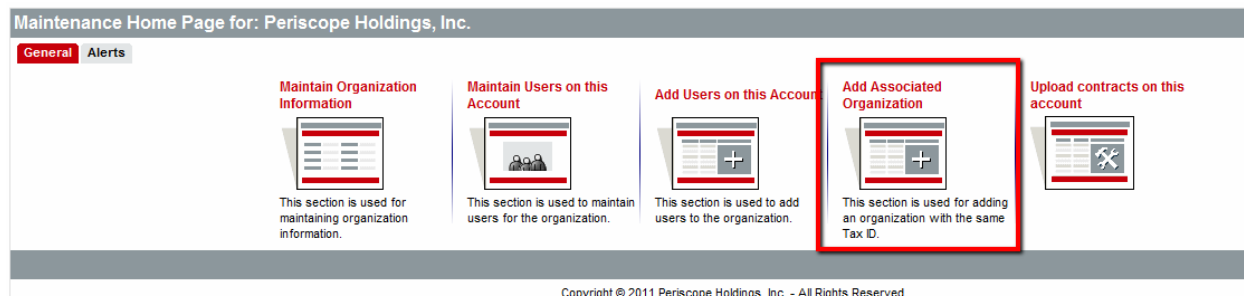
eMaryland Marketplace will allow you to register your DBA or subsidiary with a previously used tax ID if you access eMaryland Marketplace using a link sent to you by the parent company or original entity that registered with that tax ID.

In order to send this DBA registration link, a user from that original entity that registered with the same tax ID with the Seller Administrator role will need to login to eMaryland Marketplace and ensure that this role is selected in the top right corner of the screen. The user that initially registered the vendor will automatically have this role, along with any other users this person setup with this role.

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Once the Seller Administrator role has been selected, four links will appear below. Clicking the far right link, **Add Associated Organization**, will enable the user to send a notification and the DBA registration link to the individuals that will register separate entities within eMaryland Marketplace with the same tax ID.



Upon selecting **Add Associated Organization**, the **Send Mail** screen will appear, with the message "Use the email form below to request that the associated organizations register in BSO. The link provided below must be used in order to register with the same tax ID." (NOTE: BSO is the name of the software used by the State of Maryland for eMaryland Marketplace). Completing the following fields on this screen and selecting the **Send** button on the bottom of the screen will send the email and the link to the desired recipients.

- **To** – The email addresses of the individuals that will receive this email and the DBA registration link which allows them to register a vendor with the same tax ID as your current entity.
- **CC** – The email addresses of additional individuals that should receive this email.
- **Send confirmation email to (your email address)** – When checked, an email will be sent to the sender confirming that the email was sent and listing the recipients.
- **From** – This will automatically contain the sender's email address and cannot be edited.
- **Subject** – The subject of the email that will be sent. This automatically populates with the following language, but can be edited:

(Vendor Name) requests you register with the State of Maryland's eProcurement system

- **Text** – The body of the email that will be sent. This automatically populates with the following language, which cannot be changed, but text typed into this field will appear *before* the standard language below.

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Use the link below to register with the State of Maryland's eProcurement system using the same tax ID as (Vendor Name).

Send Mail

i Use the email form below to request that the associated organizations register in BSO. The link provided below must be used in order to register with the same tax ID.

To*:

CC:

☐ Send confirmation email to charris@goperiscope.com

From:

Subject*:

Text:

Send

Cancel & Exit

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Registering as a DBA or Subsidiary

Once the email notification and DBA registration link have been received, the recipients will be able to register a separate entity with the same tax ID as the vendor that sent the email and link. Simply click the link received in the email and the eMaryland Marketplace vendor registration screen will appear.

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Register

Company Information

Company Name*:

Business Description:

Mailing Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

Country*:

US - United States of America

City*:

Zip*:

Company Phone*:

Company Email*:

State of Incorporation:

Preferred Delivery Method:

Email

Would you like to be registered as an emergency supplier in the case of an emergency?

☐ Yes
☒ No

Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Emergency Phone*:

Emergency Contact*:

Emergency Info Comment:

State/Province*:

County:

Company FAX:

Tax ID #:

Year of Incorporation:

0

Ext.:

Emergency Email*:

Administrative User Information

Salutation:

First Name*:

Job Title*:

Email*:

Login ID*:

New Password*:

Login Question:

Last Name*:

Department:

Phone*:

Confirm Password*:

Login Answer:

Add Another Address
Continue Registration
Reset
Cancel

Note that the same user account cannot have access to multiple vendors within eMaryland Marketplace. Therefore, if you need to be able to login on behalf of different vendor records, you will need to setup a different eMaryland Marketplace account for each one (including Seller Administrator and Seller roles).

Example: If John Smith has a user associated with Acme Construction, he will need to create a separate user ID to access Acme Cement, a subsidiary of Acme Construction.

For information on the remaining screens, see the **Vendor Registration Quick Reference Guide** available at <http://dgsweb.dgs.state.md.us/procure/eMMnew.htm>